

76 E.S.

18 APR 1980

Mr. Jack Blunt
Director, PNO Organization Task Force/FRRA
General Services Administration
Crystal Mall #4, Room 210
Washington, D.C. 20406

Dear Sir:

In reference to your letter dated March 25, 1980, please find enclosed an executed Property Management Officer form. Although the undersigned is identified as the principal PNO, it is requested that correspondence and telephone calls be directed to the first Alternate.

Sincerely,

/s/ James H. McDonald
James H. McDonald
Director of Logistics

Inclosure

Distribution:

- Orig - Addressee, w/enc
- ① - OL Official, w/enc
- 1 - OL/SD, w/enc
- 1 - OL/LSD, w/enc
- 1 - D/L Chrono, w/o enc
- 1 - OL/PD, w/enc
- 1 - OL/PD Chrono, w/o enc

OL 0-1453a

PLEASE PRINT

DATE 18 APR 1980

AGENCY REPRESENTED Central Intelligence Agency

PROPERTY MANAGEMENT OFFICER:

NAME McDonald James H. STAT
LAST FIRST INITIAL PHONE

POSITION TITLE: Director of Logistics
(E. G. Chief, Property Mgmt. Br. or Director,
Procurement and Supply Division)

OFFICE: Directorate of Administration, Office of Logistics
(E. G. Directorate of Administrative Operations, or
Office of Supply and Property Management)

ALTERNATE I

STAT NAME Phone STAT
Deputy Chief, Supply Division, Office of Logistics

ALTERNATE II

STAT NAME Phone STAT
Deputy Chief, Logistics Services Division,
Office of Logistics

MAILING ADDRESS: (Please include street number, room number, and zip code)

Central Intelligence Agency

Washington, D.C. 20505



MAR 25 1980

REFERENCE

STAT

[Redacted]
Chief, Procurement Division
Central Intelligence Agency
Washington, DC 20505

SIAT

[Redacted]
Our letter of March 6, 1980 (copy enclosed), advised you of the implementation of a five-point government-wide furniture management plan. The plan has been endorsed by the Office of Management and Budget (OMB) via the issuance of their Bulletin 80-6, which has frozen all furniture procurement until the plan is initiated and each agency's furniture plan for 1981 is approved by OMB.

As discussed in the letter, a key part in the overall development of this plan is the appointment of a Property Management Officer (PMO) for each agency and the notification of this appointment to GSA. So far, we have not been notified by your agency regarding this matter. We have provided a form (Enclosure 2) that we would appreciate being filled out and returned as quickly as possible to:

Mr. Jack Blunt
Director, PMO Organization Task Force/FRRA
General Services Administration
Crystal Mall #4, Room 210
Washington, DC 20406

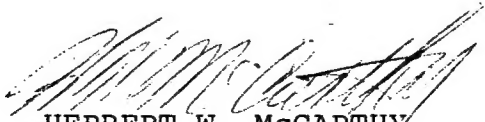
Initial stages of the plan are already underway and we have had a couple of meetings with the agency PMO's.

OL 0 1453

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Another meeting is scheduled for Thursday, March 27, 1980, at 10:00 a.m. in the Crystal City Marriott, Room E on the Dining Level. The Crystal City Marriott can be reached easily via the concourse at the Crystal City Metro stop. Enclosure #3 is a copy of the agenda for the upcoming meeting. To expedite the registration of your PMO, you may call Mr. Blunt on 557-8570/8600.

Sincerely,



HERBERT W. McCARTHY
Deputy Commissioner for
Requirements and Supply

3 Enclosures

General
Services

Administration, Washington, DC 20405

MAR 9 1981

The Administrator (A)

GSA Furniture Management Reform Plan.

Heads of Executive Departments and Establishments

Congressional and Executive Branch findings have revealed the need for significant improvement in the procurement and utilization of furniture. As a result, the Office of Management and Budget (OMB) has initiated a freeze on the procurement of office and household furniture by Executive Branch departments and agencies (Enclosure 1). The freeze will remain in effect until the GSA Furniture Management Reform Plan (Enclosure 2) has been initiated and each agency's furniture expense plan for FY 1981 is approved by OMB.

Five principal improvements comprise the GSA Furniture Management Reform Plan:

- (1) Fix responsibility at a high level in GSA and in each agency, i.e., Property Management Officer (PMO), for the management of furniture and other high value, high demand personal property;
- (2) Institute an intensive management program over high value, high demand, repairable furniture items - "Operation Validate;"
- (3) Institute procedures to assure full use of furniture reported as excess and of furniture not in use by individual agencies - "Operation Clean Sweep;"
- (4) Systematically determine furniture requirements of each agency and develop an expense plan for approval by OMB and review by GSA; and,
- (5) Improve furniture quality control procedures while insisting on simple but realistic specifications.

Summary descriptions of Operation Validate, Operation Clean Sweep, and Requirements and Expense Plan are provided (Enclosures 3, 4, 5).

Enclosure 1

The OMB Bulletin specifically "freezes" agency procurement or ordering of furniture from GSA or any other source, but provides that exceptions may be granted by GSA. Currently authorized exceptions include the Legislative and Judicial Branches, or other Government activities not subject to OMB direction such as the Postal Service, and the following:

- a. Requisitions for the 1980 Census Project;
- b. Requisitions for items supplied by the National Industries for the Blind and Severely Handicapped;
- c. Items ordered directly by agencies from Federal Prison Industries;
- d. Requisitions in support of national fire suppression programs;
- e. Definite quantity buys in support of properly validated requisitions received prior to February 27, 1980;
- f. Bureau of Indian Affairs Alaska - annual requisitions;
- g. Those items in Federal Supply Class 7110 that are neither office nor household furniture (safes, school and library furniture);
- h. State Department export orders; and,
- i. Export orders for other activities with Issue Priority Code 01 through 08.

Requisitions received in GSA with a Julian date of 0058* or later will be rejected to the submitter and any designated recipients of status, bearing supply status code "CQ." Bonafide exceptions for emergency requirements should be submitted using normal exception data procedures in FEDSTRIP/MILSTRIP publications, and may be forwarded by letter if regular forms do not provide adequate space for narrative justification.

An important aspect of the plan is the appointment of an agency Property Management Officer(s). The PMO must have the knowledge, stature, authority and accountability required to effectively control the acquisition, utilization and disposal of designated personal property items. A more definitive explanation of the PMO is to evolve as the GSA Furniture Management Reform Plan is implemented. It is recommended that PMO's be a full-time position on the staff of the Assistant Secretary for Administration. For smaller agencies, the assignment can be the part-time responsibility of a suitable official.

Property Management Officers should be responsible for: requirements determination, standardization and simplification of specifications; property accountability; oversight of inventory and inventory levels; utilization of property and declarations of excess; rehabilitation and maintenance; and, participation in the contracting function in terms of specifications, testing and feedback on performance including life cycle testing.

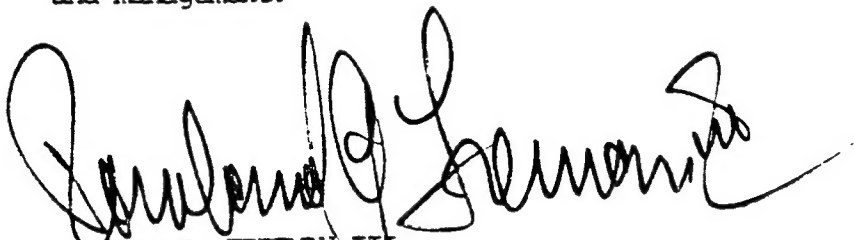
*February 27, 1980

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Initial agency appointments of PMO's made prior to OMB approval of the GSA Furniture Management Plan are listed in Enclosure 6. We would appreciate your review of the qualifications of the appointees for conformance to the role of the PMO as outlined above. If an appointment has not yet been made by your agency, please do so in accordance with the above guidelines. Where more than one name is provided, perhaps for each major agency bureau, we would also appreciate your designating one name as the agency PMO.

The name of your Property Management Officer(s), and inquiries and requests for assistance, should be addressed to Mr. Herbert W. McCarthy, Deputy Commissioner for Requirements and Supply, Federal Supply Service (GSA), telephone (703) 557-8644.

The various initiatives are underway. With your cooperation we will be able to achieve meaningful reform in Executive Branch furniture procurement and management.



ROWLAND G. FREEMAN III

Enclosures

MEETING WITH ALL AGENCY PMOs

Thursday 3/27/80 10:00 a.m. Crystal City Marriott Room E on the Dining Level.

AGENDA

- I Introductory Comments - Mr. Morris
- II Status Report on the GSA Furniture Management Reform Plan:
 - A. General Comments - Mr. McCarthy
 - B. Specific Parts
 - 1. PMO Program (Blaeuer)
 - 2. Operation Validate (Agin)
 - 3. Operation Clean Sweep (Harper)
 - 4. Requirements and Expense Plan (Blaeuer)
 - 5. Furniture Quality Control Improvement (Wynn)
 - 6. Federal Property Management Regulation Revision (Carney)
- III General Discussion of Enclosed Telegraphic Message dated March 11, 1980, Subject: Management of All Stored Furniture in National Capital Region.

(Boulay)

Enclosure 3

TELEGRAPHIC MESSAGE

Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090006-3

| | | | | | |
|---|--|------------------------------|--|---|--|
| NAME OF AGENCY GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE (F) WASHINGTON, DC 20406 | | PRECEDENCE ACTION INFO | | SECURITY CLASSIFICATION UNCLAS | |
| ACCOUNTING CLASSIFICATION 118.0.81.F00A0100.A11.23.382 | | DATE PREPARED 3/11/80 | | TYPE OF MESSAGE <input type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input checked="" type="checkbox"/> MULTIPLE-ADDRESS | |
| FOR INFORMATION CALL | | PHONE NUMBER 557-8667 | | | |
| NAME THOMAS D. MORRIS | | | | | |
| THIS SPACE FOR USE OF COMMUNICATION UNIT | | | | | |

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

TO: HEADS OF EXECUTIVE DEPARTMENTS AND AGENCIES

SUBJECT: MANAGEMENT OF ALL STORED FURNITURE IN NATIONAL CAPITAL REGION

EFFECTIVE MAY 1, 1980, GSA WILL ESTABLISH AND MAINTAIN AN INVENTORY RECORD COVERING ALL HIGH-VALUE REPAIRABLE OFFICE FURNITURE IN THE NATIONAL CAPITAL AREA WHICH IS IN STORAGE AND NOT APPROPRIATE TO BE DECLARED EXCESS UNDER CURRENT REGULATIONS.

EACH AGENCY NOW OWNING SUCH STORED FURNITURE WILL CONTINUE TO RETAIN CUSTODY AND ACCOUNTABILITY INCLUDING A RECORD SHOWING NSN (IF KNOWN), DESCRIPTION, CONDITION, QUANTITY, ACQUISITION COST, PLANNED USE, AND ESTIMATED ANNUAL COST TO STORE. A COPY OF THIS RECORD WILL BE CENTRALLY MAINTAINED BY GSA.

RELEASES OF THESE STORED ITEMS WILL BE PERMITTED ONLY UNDER PROCEDURES GSA ESTABLISHES AFTER CONSULTING WITH THE PROPERTY MANAGEMENT OFFICERS APPOINTED

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Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090006-3

TELEGRAPHIC MESSAGE

NAME OF AGENCY

Approved For Release 2003/05/23 : CIA-RDP83-00957R000100090006-3

ACTION

INFO.

ROUTING CLASSIFICATION

DATE PREPARED

TYPE OF MESSAGE

FOR INFORMATION CALL

PHONE NUMBER

THOMAS D. MORRIS

557-8667

- ☐ SINGLE
☐ BOOK
☐ MULTIPLE-ADDRESS

SPACE FOR USE OF COMMUNICATION UNIT

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

IN RESPONSE TO MY MEMORANDUM OF MARCH 6, 1980, ENTITLED "GSA FURNITURE MANAGEMENT REFORM PLAN." WHERE THE RELEASE IS MADE TO AN AGENCY OTHER THAN THAT NOW HOLDING IT, GSA WILL CHARGE THE RECEIVING AGENCY A FAIR VALUE AND GRANT THE HOLDING AGENCY A CREDIT WHICH IT MAY USE IN OBTAINING ANOTHER ITEM OR ITEMS OF APPROXIMATELY EQUAL VALUE.

THE PURPOSE OF THESE PROCEDURES IS TO ACT PROMPTLY ON THE RECENT FINDINGS OF THE AGENCY INSPECTORS GENERAL WHICH CLEARLY DEMONSTRATE THAT WE NEED STRONGER CONTROLS TO AVOID OVER-INVESTMENT IN HIGH-VALUE, REPAIRABLE FURNITURE ITEMS; AND THAT WE MAKE TIMELY AND APPROPRIATE USE OF WHAT WE NOW HAVE ON HAND TO AVOID UNNECESSARY NEW PURCHASES.

UNDER THESE NEW PROCEDURES, FUTURE PURCHASES BY AGENCIES FOR STORAGE WILL BE PERMITTED ONLY WITH THE PRIOR APPROVAL OF GSA. SUCH PURCHASES

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TELEGRAPHIC MESSAGE

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| ACCOUNTING CLASSIFICATION | DATE PREPARED | TYPE OF MESSAGE |
| FOR INFORMATION CALL | | <input type="checkbox"/> SINGLE |
| NAME | PHONE NUMBER | <input type="checkbox"/> BOOK |
| THOMAS D. MORRIS | 557-8667 | <input type="checkbox"/> MULTIPLE-ADDRESS |
| THIS SPACE FOR USE OF COMMUNICATION UNIT | | |

MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)

TO:

MUST BE PART OF AN AGENCY EXPENDITURE PLAN APPROVED
BY OMB, AS DESCRIBED IN OUR LETTER OF MARCH 6, 1980.

THE ABOVE CONTROLS WILL FIRST BE APPLIED IN NCR AREA.
AFTER EXPERIENCE WITH THEM, IT WILL BE DETERMINED
WHETHER OTHER GEOGRAPHIC LOCATIONS REQUIRE SIMILAR
COORDINATION.

I WILL KEEP THE DIRECTOR OF OMB AND INTERESTED
CONGRESSIONAL COMMITTEES INFORMED OF OUR ACCOMPLISHMENTS
THROUGH THE ABOVE CONTROLS IN REPORTS TO BE SUBMITTED
AS OF JULY 31, 1980, AND DECEMBER 31, 1980. YOUR
COOPERATION WILL BE DEEPLY APPRECIATED.

(Signed) R. G. Freeman, III

R. G. FREEMAN, III
ADMINISTRATOR

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